ATIMS JAIL INFORMATION MANAGEMENT USER ADMINISTRATION

233.1 POLICY

The Thurston County Sheriff's Office Corrections Bureau will establish a written procedure detailing the Systems Administrator's responsibility for the addition and removal of users for the Advanced Technology Information Management Systems (ATIMS) operated and managed by the Thurston County Sheriff's Office. The Systems Administrator will be responsible for the creation and modification of the ATIMS system permission groups, ensuring the security of the system.

233.2 ATIMS

ATIMS is the Advanced Technology Information Management Systems operated and managed by the Thurston County Sheriff's Office.When reference is made to this system, it will be referred to as the computerized jail management system, ATIMS. Users are members who have been given access to ATIMS by the Systems Administrator and will be part of a permission group as follows:

1. Admin – Systems Administrator for the Sheriff's Office.

2. View All Jail – Set for contract jail personnel and detectives that have a need to view information in ATIMS but are not allowed to change/add/remove any information.

3. Read Only – Given access to the Record Information Management Module (RIMM) for a limited view of jail information.This group is used for all approved members of the Prosecutor's Office and Court Clerk's Office.This access allows name searches and access to the Inmate View (sweater guy).

4. Jail Personnel – Given full access to create/edit/remove/view inmate information in ATIMS, Digitized Photo Imaging and Lineup (DPIL), and Pre-Book.

5. Jail Medical – Component not used at this time.

6. Pre-book – Given full access to Digitized Photo Imaging and Lineup (DPIL) and Pre-book for arresting officers from all agencies within Thurston County.

7. Probation/Pretrial/Mental Health Court – Allows full access for all District Court Probation personnel, authorized Pretrial Services staff, and authorized Mental Health Court personnel.This group also has access to the Inmate View (sweater guy).

233.2.1 ADDING AND REMOVING ACCESS

Adding an ATIMS user

1. When it is determined that a new user will be added, and to which group(s) they will be assigned, the Systems Administrator will access the Record Information Management Module (RIMM) and add the username.

Remove an ATIMS User.

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1. When the Systems Administrator is notified that a member of the ATIMS group is no longer employed or contracted with their respective department, the Systems Administrator will access RIMM and remove the username.

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